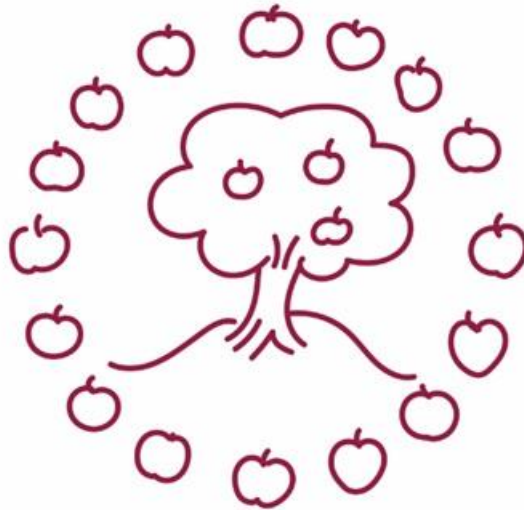


First aid policy

Kingsbury Episcopi Primary School



Success Through Teamwork

Approved by the Governing Body of Kingsbury Episcopi Primary School	
Chair of Governors	Simon Faull
Signature	
Date:	May 2026
Review Date:	May 2027

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Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Legislation and guidance

This policy is based on the [statutory framework for the Early Years Foundation Stage](#), advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [The Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

Roles and responsibilities

The Local Authority and Governing Board

Somerset Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board. The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place • Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

Appointed person(s) and first aiders

The Headteacher is responsible for:

- Provide guidance to staff when an adult or child is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

The School Office is responsible for ensuring that main stock of first aid supplies are adequate.

The school's appointed first aiders are Mrs S Colton, Mrs A Parker, Mrs A Buckland, Mrs K Sylvester & Mrs N Bullock. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Making sure that an ambulance or other professional medical help is summoned when appropriate

- First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's appointed first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site.

First aid procedures

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, the school office will contact parents/carers and ask them to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them
- If emergency services are called, a member of the school will contact parents/carers immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

Off-site procedures

When taking pupils off the school premises, staff will make sure that they always have the following:

- A mobile phone
- First aid grab bag

Risk assessments will be completed by the Class teacher prior to any educational visit that necessitates taking pupils off school premises.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical area
- Reception (at the desk)
- All classrooms

Calpol, Piriton and Aspirin and all available in the HT Office. Permission must be sought from parents or administered if advised by emergency services.

See section 4.2 for first aid equipment off the school site.

Record-keeping and reporting

First aid and accident record book

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible will be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- For accidents involving pupils, a copy of the accident report form will also be given to the parent at the earliest opportunity
- Records held in the first aid and accident folder will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Accident forms

Parents are notified of all accidents/injuries through an accident form that goes home.

Any significant injury, including any head bump, needs to be put on an accident form and this must be handed directly to the parent, Office staff will also make a telephone call home.

Staff are always asked to discuss the incident with a teacher/member of SLT if unsure. At Kingsbury this discussion is considered as good practice.

At the end of play

When playtime is complete, duty staff need to inform teachers (and those people in charge of classes during PPA etc.) about any injuries.

Ringling parents

Should the incident be serious parents will be contacted immediately. If a child has to attend hospital, a health and safety accident form must be completed by the member of staff who witnessed the accident.

We ring parents for a variety of reasons. It could be a call is made due to illness or we are monitoring a child's condition.

Calling parents can be done by any member of staff including the office team. First Aid trained staff can be asked to ring parents but they should not be asked if it takes them from their duty where their presence is important.

They should not be asked if it means they miss their lunch or extends into their personal time.

Calls to parents are a courtesy. They may offer the parent an opportunity to visit their child in school or pick them up. They may allow us to seek advice on whether a reaction to an injury or illness is normal or to check a treatment. Appendix A offers advice on when to call parents.

In the result of a head injury, not matter how big or small, a phone call should be made to the parent/guardian. This can be completed by the office staff once the first aid form has been completed.

Notifying parents/carers (early years only)

The Preschool Manager/Class Teacher will inform parents/carers of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents/carers will also be informed if emergency services are called.

Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify Somerset Council any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

Monitoring arrangements

This policy will be reviewed by the appointed person every two years.

At every review, the policy will be approved by the Governing board of Kingsbury Episcopi Primary School.

This first aid policy is linked to:

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Safeguarding Policy

Appendix 1: list of trained first aiders

STAFF MEMBER'S NAME	ROLE	DATE OF TRAINING	RENEWAL DATE
Sue Colton	LSA	Jun-2023	Jun-2026
Alison Buckland	LSA	May-2024	May-2027
Angela Parker	LSA/MDS	May-2024	May-2027
Kanjapak Sylvester	Pre-School/MDS/Wrap around care	Jul-2025	Jul-2028
Nic Bullock	Wrap around care supervisor	May-2024	May-2027

Name of Affected Pupil	Class	Date	Weather conditions Dry / Wet / Windy
Person Recording the entry		Names of other staff informed	
Nature of incident (tick one box only) ☐ Slip: Accidental slip, no one else involved ☐ Trip: A stumble or fall due to catching one's foot on something or someone ☐ Fall: A loss of balance from one level to another ☐ Collision: A collision with someone or something ☐ Bump to Head: A bump to the head from an object, surface or person ☐ Other: Nose bleeds, wasp stings etc			
Description of the incident/injury (indicate location on site map overleaf with a clear X) or nature of illness 			
When: am playtime ☐ lunchtime (specify time) ☐ ☐ pm playtime ☐ other (specify time) ☐ What objects or equipment were involved if any? 			
Treatment required (please circle): Cold compress ☐ Dressed wound ☐ TLC and reassurance ☐ continued observation ☐ Details of other action taken: 			
Telephone call to parents? No / Yes By: Time: Taken home early? No / Yes If your child has suffered from a head bump, please monitor them closely and seek medical attention if you are concerned. Further information can be gained at http://www.nhs.uk/Conditions/Head-injury-minor/Pages/Symptoms.aspx If your child is taken to hospital, the dentist or GP, please inform the school office of the outcome. Thank you.			

For school use:	
Copy issued to parent: ☐	Copy filed at school ☐
If the child is taken for medical attention, seek and record parental feedback: (details below)	
Online IR Form completed YES / NO	

Please indicate on the site plan below, the precise location of the accident/incident
by marking clearly with an X



Appendix 3: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			